



STATE OF TENNESSEE
Department of Correction

**REQUEST FOR GRANT PROPOSALS # 32952-13002
AMENDMENT # 1
FOR GOODS OR Community Corrections and
Substance Abuse Treatment Services**

DATE: April 17, 2017

RFGP # 32952-13002 IS AMENDED AS FOLLOWS:

1. This RFGP Schedule of Events updates and confirms scheduled RFGP dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (central time zone)	DATE (all dates are state business days)	Confirmed or Updated
1. RFGP Issued		3/16/2017	Confirmed
2. Disability Accommodation Request Deadline	2:00 p.m.	3/21/2017	Confirmed
3. Pre-proposal Conference	2:00 p.m.	3/22/2017	Confirmed
4. Notice of Intent to Propose Deadline	2:00 p.m.	3/23/2017	Confirmed
5. Written "Questions & Comments" Deadline	2:00 p.m.	4/3/2017	Confirmed
6. State Response to Earliest Received Proposer "Questions & Comments"		4/17/2017	Confirmed
7. Deadline for written questions generated by State's Responses		5/1/2017	Confirmed
8. State issues final answers to written questions		5/15/2017	Confirmed
9. Proposal Deadline	2:00 p.m.	5/22/2017	Confirmed
10. State Completion of Technical Proposal Evaluations		6/5/2017	Confirmed
11. State Opening & Scoring of Cost Proposals	2:00 p.m.	6/6/2017	Confirmed
12. State Evaluation Notice Released and RFGP Files Opened for Public Inspection	2:00 p.m.	6/9/17	Confirmed

13. Contract Signing and Budget Discussions		6/12/17-6/16/2017	Confirmed
14. Grantee Contract Signature Deadline	2:00 p.m.	6/19/2017	Confirmed
15. Contract Start Date		7/1/2017	Confirmed

2. State responses to questions and comments in the table below amend and clarify this RFGP.

Any restatement of RFGP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFGP document.

QUESTION / COMMENT		STATE RESPONSE
1	<p>In the Contract, A.9.3.(f).2, states "The Program must include the following:", all of which is Pro Social Life Skills. Will this be amended to state Thinking for a Change?</p> <p>Will the programs be required to purchase additional Pro-Social Life Skills books until the Department can train the programs?</p>	<p>The programming description in ProForma Contract section A.9.3.(f). has been revised in item 13 below. The program is not named, but described in general.</p> <p>Yes. Programs are required to purchase sufficient quantities to provide Pro-Social Life Skills programming until TDOC has provided Thinking For a Change training and Community Corrections grant agencies transition to providing Thinking for a Change.</p>
2	Will the programs continue to use the LSCMI until training for the Strong R?	Yes. Community Corrections grant programs will continue to use the LS/CMI until TDOC provides training on use of the STRONG-R.
3	At the pre-proposal conference it was stated that the potential grantees were to have no contact with State Employees until the Grant process is complete. Corrections Administrator Daugherty {sic} stated that there will be a Manager Meeting scheduled during the month of April. Will a manager meeting scheduled by Corrections Administrator Daugherty and Community Corrections Director Burks create a conflict?	<p>Grantees may contact Administrator Daugherty and Director Burke to discuss current program and operational issues. This would include conversations about current operations at the upcoming managers meeting, which will not create a conflict.</p> <p>All questions and comments concerning the RFGP must be directed to the RFGP coordinator listed in RFGP section 1.4.2.1. Any questions about the RFGP asked of TDOC staff other than the RFGP coordinator would create a conflict.</p>
4	In the Proposal Requirements 3.2.2.1., it states to make fifteen (15) copies. Is this number correct?	Yes, fifteen (15) digital copies of the Technical Proposal are to be submitted as specified in RFGP Section 3.2.2.1.
5	As to the Morpho Trust USA, this process can be completed at many other locations than the correctional facilities. It will be a hardship for many of the programs to travel to these facilities, from 4 to 6 hours round trip. Can these background checks be completed at other businesses that do Morpho Trust and costs the same amount of	<p>The instructions in Attachment Five indicate that grantees can either register online, at a MorphoTrust kiosk or site.</p> <p>The ORI number of the facility identified in Attachment Five which is closest in proximity to a grantee must be used for results reporting purposes.</p> <p>Travel to a correctional facility is not required.</p>

QUESTION / COMMENT		STATE RESPONSE
	money?	
6	Please explain GR for Private agencies – is there two grant applications – one for privates and one for HRA's or are there two budgets – one for private's and one for HRA's?	<p>There is only one Request for Grant Proposals (RFGP) which is to be used by both private and public entities in applying for grant funding.</p> <p>There are two versions of a possible grant contract awarded under the RFGP.</p> <p>The GR contract is the basis for a grant contract awarded to a private entity.</p> <p>The GG contract is the basis for a grant contract awarded to a governmental entity (such as a county or judicial district) or a quasi-governmental entity (such as a Human Resource Agency).</p> <p>The budget template in the GR and GG contract models and in RFGP Attachment 6.2 Section H is the same.</p> <p>The budget template in RFGP Attachment 6.2 Section H should be used to prepare the budget portion of a proposal.</p>
7	Can you please explain how the GR and the GG are noted in the proposal so we can be sure we are utilizing the correct proposal?	The GR and GG ProForma contracts do not have to be included in a proposal. The ProForma contracts are provided so that proposers understand what terms an awarded grant contract (as originally included in the RFGP and revised by amendments) would probably include.
8	Will all policies and procedures be placed on a single CD as attachments or will we need to place them in the actual proposal?	<p>For the one (1) printed copy of a technical response as required in RFGP Section 3.2.2.1, grantee policies may be included on a CD if encased in a plastic sleeve affixed to a proposal page and properly labeled.</p> <p>In technical proposal digital copies on CD as required by RFGP section 3.2.2.1, grantee policies may be included as a proposal appendix if a page within the body of the proposal is labeled RFGP Attachment 6.2. Section G.1. and identifies the corresponding appendix.</p>
9	In preparing a new budget for a new grant cycle – may we re-think and re-set bottom and top line adjustments?	<p>The question is unclear. The State cannot respond to the question as presented.</p> <p>The State is willing to respond to the question if it is re-stated and resubmitted.</p> <p>Grantees are advised to carefully consider program expenditures and submit budget proposals reflecting the estimated costs to operate the program as defined by the technical proposal requirements and ProForma contracts scopes of service.</p>
10	B.20 Background checks – Privates have been unable over the years to utilize MT or NCIC? Is there a possible revision to this rule? Other	No. TDOC Legal has determined that grantees <u>must</u> use TBI's vendor MorphoTrust.

QUESTION / COMMENT	STATE RESPONSE
Nationwide background checks are available.	
11 Page 36 of the Proposal - should this be section “H” instead of “G.”?	Yes, this has been addressed in Item 8 below.
12 Is a memo of understanding (MOU) with a service provider (at no cost) seen as a sub-contract?	Yes. An MOU or a no-cost contract with a service provider would be considered a sub-contract.
13 Will the State provide training to case officers to teach Thinking for a Change (T4C)?	Yes. The State will provide training for case officers to teach Thinking for Change. Further information on a training schedule will take place outside of the RFGP process after TDOC staff have been trained and have transitioned. Until such time as training is provided, Community Corrections grant agencies are to continue to provide Pro-Social Life Skills programming.
14 In order to teach T4C, does the person need to have the credentials of LADAC, ICRC-A,/AODAC, NAADAC I, II or Master Certification?	No. Once trained, case officers will be able to teach Thinking for a Change.
15 On page 35 and 36, is policy review “G” and budget evaluation “H”? Policy review is not listed in contents, page 1.	The RFGP table of contents has been revised as outlined in item 3 below.
16 On page 35, Policy Review, would the info requested in G.2 not be included in G.1? Seems if you are asking for “all” policies governing Community Corrections and Substance Abuse Treatment Services program operation and administration in G.1, we would be providing some policies twice when looking at G.2.	G.1. requests copies of all policies and requires an evaluation of whether all policies were provided. G.2. allows members of the RFGP review team to evaluate whether the submitted policies ‘provide a framework for offender supervision in keeping with TDOC standards, guidelines and in effective operational and financial program management and accounting.’
17 Is T4C considered a substance abuse treatment service as it relates to page 73, A.16.(d)?	Thinking for Change is a cognitive-behavioral change program. It is <i>not</i> substance abuse treatment service.
18 Referencing E.2.b and c: Will new insurance policy be required to name the STATE as an additional insured? Will we now need a 2 million per occurrence for general liability with a 2 million aggregate as referenced in E.2.c?	Yes. State contract language now requires that the STATE be named as an additional insured. The insurance requirements are detailed in section E.2.a. Section E.2.c. includes an <i>example</i> of how acceptable coverage might be provided.
19 In the program standards, AP5.09.2, are all “original” vehicle titles now to be sent to Director of Community Corrections and a copy be kept in our office?	Yes. All original vehicle titles are to be sent to the Director of Community Corrections. A photocopy of the title may be kept in the grantee’s office.
20 Does Policy 32 apply to community	Policy 32 and all other applicable State policies will apply to any and all grantees awarded grant

QUESTION / COMMENT	STATE RESPONSE
corrections?	contracts under this RFGP.
21 In reference to A.5: Will a full credit report <u>without</u> a credit score number be sufficient? Or does the report need to include the credit score number?	No. A full credit report must include a credit score number.
22 In the Contract Attachment 6.7 and 6.8 to the Proposal - Number A.5.states: The Grantee shall operate in accordance with the State's standards of supervision as may be revised, which are outlined in the Sanctions Grid, which is included as Attachment Six. State Supervisions Standards are also available through the TDOC. We were told that the Sanction Grid does not apply to Community Corrections. This is also addressed in the Proposal in section G.2. where it states the Grantee policy and procedures provide framework for offender supervision in keeping with TDOC Sanctions. Will that be corrected in the contract and the proposal guide?	<p>The sanctions grid originally included as Attachment Six to both the GR and GG ProForma Contracts has been deleted in item 10 below.</p> <p>RFGP Attachment 6.2 Section G.2. has been revised in item 7 below and the reference to the Sanctions Grid has been deleted.</p>
23 We were also told that a variety of other attachments do not apply and do not have to be completed with the proposal. Those attachments not required were: Attachment Two – Notice of Audit Report; Attachment Three – Parent Child Information, and Attachment 6 - Sanctions Grid. Are these the only attachments that we do not need to consider in application process?	<p>The Notice of Audit Report (Attachment Two) and Parent Child Information (Attachment Three) to both the GR and GG ProForma Contracts do not need to be completed <i>as part of a grant proposal.</i></p> <p>Proposers are required to complete RFGP Attachments 6.1, and 6.2 Sections A-H, providing all requested information as required in those attachments. Proposals must be prepared as described in RFGP Section 3.1.</p> <p>The Grantee will be required to complete the necessary forms at grant contract signature.</p>
24 The Program Standards S4.03 has been changed to <u>preclude</u> any search of offender's home or property. Is the correct or should it read <u>include</u> search of offender's home or property? If it is <u>preclude</u> any search, then would that effect home visits requirements, if you can no longer search the home or property?	<p>The revision to the standard is correct.</p> <p>Grantees are <u>precluded</u> from conducting searches of offenders' property.</p> <p>Any contact grantee staff has with the offender at the offender's residence should be considered a home visit as defined in the Community Corrections Standards.</p>
25 In the Pro Forma GG contract, in A.2, the contract states that the grantee SHALL develop and implement a substance abuse treatment program. Can this be clarified?	<p>ProForma contract section A.2. has been revised in both the GR and GG models as in item 9 below.</p> <p>At a minimum, substance abuse treatment services must be provided as outlined in RFGP Attachment 6.2F Sections F.2, F.3. and F.4. as revised in item</p>

QUESTION / COMMENT		STATE RESPONSE
		6 below.
26	A.9.3. (d), includes, #5. Detox and medically managed withdrawal and. # 6. Pharmacotherapy (should this be a different word?) therapies. Detox and Medically managed withdrawal require a Doctor. Can you clarify this? Also, in this section #10. Exercise, again can you clarify?	<p>A.9.3.d. lists a group of services a proposer could propose to provide if providing ONLY treatment services.</p> <p>The term Pharmacotherapies is correct.</p> <p>Services outlined in Section A.9.3.d. would have to be provided by appropriately credentialed providers.</p> <p>If a proposer elected to propose only treatment services, exercise could be one of the program components.</p> <p>Section A.9.3.d. has been revised in item 11 below.</p>
27	A.9.3. (e), the last sentence, "Assessment instrument training shall be", what is the rest of the sentence?	<p>ProForma Contract Section A.9.3.e reads as follows:</p> <p>The Grantee shall be prepared to implement and use the validated risk-needs assessment designated by the State for offender risk and needs assessment as of the start date of this contract. Assessment instrument training shall be provided to the Grantee by the State.</p>
28	A.9.3. (f).1, speaks to cognitive based programs. It states the programs "Must be approved in writing by the Assistant Commissioner of Rehabilitative Services or designee." Can you speak to the Assistant Commissioner of Rehabilitative Services or designee?	<p>The State's intent is that any proposer wishing to use any proposed alternative cognitive behavioral program would to list and detail the program in their proposal. By including the described alternative in their proposal, the proposer could be considered to be requesting permission from the Assistant Commissioner of Rehabilitative Services (or designee) for use of the alternative programming.</p> <p>Alternative programming could only be used by any grantee awarded a contract if it was approved in writing by the Assistant Commissioner of Rehabilitative Services (or designee) as part of the proposal review process.</p> <p>It would not be appropriate for proposers to speak directly with any TDOC staff during proposal evaluations.</p>
29	A.9.3. (f) 2, states that the program MUST include and lists the Pro-Social Life Skills that we were told would be replaced with Thinking for a Change. Again, can you clarify?	Please see the State's response to Question 1.
30	A.16. (a), can you clarify what is meant by Community Corrections or Substance Abuse Treatment manager, are these the same person?	If a proposer proposes to provide substance abuse treatment services, the substance abuse treatment manager would be the equivalent of a program manager.
31	A.16. (b), is this stating that the State must approve in writing of employees for the various agencies before being hired?	Yes. The State must approve in writing the hiring of either a program manager or a substance abuse treatment manager.
32	A.18. speaks to a onetime bonus, are the agencies not allowed to determine the amount	ProForma Contract Section A.18 in both the GR

QUESTION / COMMENT	STATE RESPONSE
of the bonus for various employees? Should bonuses not be determined by the agencies?	and GG models have been revised in item 16 below. Grant agencies may determine one-time bonus amounts for employees as long as they are no more than \$1,000.00.
33 Do the letters of support have to be in sealed envelopes and only included in the original or should they be placed in the original and the scanned pdf copies include them?	Letters of support do not have to be sealed. The originals can be scanned for inclusion in the copies provided on CDs, with the originals included in the printed proposal copy.
34 If a new agency were applying for this grant they would write their policies in accordance with those released with this proposal. Can we go ahead and rewrite our policies to coincide with what has been released with this proposal?	Current grantees may include drafts of revised policy in their proposals as required in RFGP Attachment 6.2G.
35 Policy S3.02 says the validated risk and needs assessment has to be redone every year. It used to be every 2 years. Is it being changed to every year?	Yes. Validated risk needs assessments must be conducted every year.
36 Please clarify what section G.2 means.	RFGP Attachment 6.2 Section G.2. allows members of RFGP review team to evaluate whether the submitted policies 'provide a framework for offender supervision in keeping with TDOC standards, guidelines and in effective operational and financial program management and accounting.'
37 In section A.5 of the grant contract (page 69) it references the sanction grid. Does this apply to us?	RFGP Attachment 6.2 Section G.2. has been revised in item 7 below and the reference to the Sanctions Grid has been deleted.
38 Is there a difference in the Strong R and the VRNA and which one are we to use in proposal?	The STRONG-R is the validated risk needs assessment, which will be used by grant agencies beginning July 1.
39 Do Sections 1-5 of RFGP (introduction, RFG schedule of events, Proposal requirements,.....) need to be included in our proposal since it seems to just reiterate what was in the RFGP?	No. Sections 1-5 of the RFGP do not need to be included in proposals.
40 Table of contents of the RFGP does not have 6.2 Section H. Will that be added or will it need to be a part of Section G?	RFGP Attachment 6.2 Section H has been added to the table of contents in item 3 below.
41 What attachments do not apply and do not need to be in proposal? In pre-conference it was mentioned that the Parent Child Info and Notice of Audit would possibly not need to be included.	Please see the State's Response to question 23.
42 <u>Section D. 27 State Interest in Equipment Motor Vehicles, and E.27 Insurance, and TDOC CC Standard 5.092</u> Is it legal for the State of Tennessee to be in possession of unsigned open automobile title	Yes. The State has a property interest in the vehicle. The State will record its lien on the vehicle subject to grant contract section D.27.

QUESTION / COMMENT	STATE RESPONSE
that is titled to CC agency?	
<p>43 <u>A.16 Staffing</u> A.16(b) and (c)</p> <p>There is new language requiring the Grantee to obtain approval from the State of Tennessee before making a job offer to a new hire and allowing the Grantee's employees work additional outside employment in section</p> <p>Section A.16 (b)</p> <p>If the State rejects an applicant selected by the Grantee, <u>Will the State of Tennessee provide the legal defenses for not hiring the applicant in writing?</u> It is a requirement that we submit legal defenses for each rejected application.</p> <p><u>What is the turnaround time for the State of Tennessee's decision?</u></p> <p>Below is insert from an email sent by this entity's Human Resource Division: <i>"Human Resources often receives phone calls from applicants asking why they were not interviewed or selected for hire. The rejection reason information that is entered in Neogov system not only allows us to provide an accurate and detailed response to these inquiries, but also helps ensure that we remain legally defensible and consistent in our processes."</i></p>	<p>ProForma Contract Section A.16.b. has been revised in item 14 below to reflect that program managers or substance abuse treatment managers must be approved by the State.</p> <p>No. The State will not provide legal defenses for hiring since the State will not make the hiring decision.</p> <p>Grantees are expected to hire program managers or substance abuse treatment managers with the minimum experience or clinical requirements outlined in the RFGP and ProForma contracts.</p> <p>The State will respond within 2-3 business days of the receipt of the candidate's resume. TDOC's response will indicate whether the candidate meets the requisite degrees, experience, licensure and qualifications outlined in the contract. The State's response will not by any means constitute a hiring determination.</p> <p>Hiring decisions will remain the responsibility of the grant agency.</p>
<p>44 <u>Section A.16 (c)</u></p> <p>If the State of Tennessee rejects an employee's request to secure additional employment, Will the State of Tennessee provide the legal response for the decision in writing? What is the turnaround time for the State of Tennessee's decision? Will the State notify the employee of the decision in writing?</p>	<p>The State will provide a response in writing to the grant agency, which could transmitted by e-mail.</p> <p>The State will respond within 2-3 business days of the receipt of the request concerning additional employment.</p> <p>Yes, the State's written response may be shared with the employee once returned to the grant agency.</p>
<p>45 Under Section B. 19, does obtaining background checks only pertain to incoming employees?</p>	<p>Grantees will obtain background checks on all employees annually.</p>
<p>46 Under Section B. 19, if a grantee has the capability to obtain NCIC background checks free of charge through an accredited law enforcement agency may that be utilized in lieu of paying \$38 from the grant funds?</p>	<p>No. Grantees <u>may not</u> obtain NCIC background checks through an accredited law enforcement agency.</p> <p>TDOC has determined that background checks are to be obtained through MorphoTrust.</p>
<p>47 The number on the RFGP is 32952-13002.</p>	<p>The correct RFGP number (32952-13002) appears</p>

QUESTION / COMMENT	STATE RESPONSE
The number on FRGP {sic} Attachment 6.8 is RFGP# 32951-13002. Which is correct?	on the Title page containing the table of contents. It has been corrected in item 3 below.
48 RFGP# 32951(2)-13002 <i>PRO FORMA</i> GG CONTRACT A.5. references a Sanctions Grid that was also included as Attachment 6 with this RFPG. We were told a revised version of the contract would be released removing this item. When will that be released?	ProForma Contract sections A.5 in both the GR and GG models have been revised in item 10 below.
49 RFGP# 32951(2)-13002 <i>PRO FORMA</i> GG CONTRACT A.9.3.(f).3. references that the grantee will provide EBP CBT programming and, that “The State will provide Grantee staff training to facilitate the change to new programming.” Is there any more information or a timeline regarding when that will occur?	Please revisit the State’s response to Question 13.
50 RFGP# 32951(2)-13002 <i>PRO FORMA</i> GG CONTRACT A.16.(b) references a “Substance Abuse Treatment Manager”. This position is not referenced in the RFPG Section B.18. Is there additional information about this position.	Please revisit the State’s response to Question 30.
51 RFGP# 32951(2)-13002 <i>PRO FORMA</i> GG CONTRACT C.1. Maximum Liability – When will we be provided this information? It is currently set at \$0,000,000.	The maximum liability for each grant contract awarded will be determined after the State has had discussions with each proposer awarded a grant contract. The maximum liability will be based on the dollar amount proposed, and will be filled in before grant contracts are sent to grantees for signature.

3. Delete RFGP Contents in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

RFGP CONTENTS

SECTIONS:

1. INTRODUCTION
2. RFGP SCHEDULE OF EVENTS
3. PROPOSAL REQUIREMENTS
4. GENERAL CONTRACTING INFORMATION & REQUIREMENTS
5. PROPOSAL EVALUATION & CONTRACT AWARD

ATTACHMENTS:

- 6.1. Proposal Statement of Certifications & Assurances
- 6.2. Technical Proposal & Evaluation Guide
 - A. Mandatory Requirements
 - B. General Qualifications and Experience Items
 - C. Documentation of Need
 - D. Technical Approach
 - E. Community Involvement and Support
 - F. Cognitive Based Programming and Treatment Services
 - G. Policy Review
 - H. Budget Evaluation and Scoring Guide
- 6.3. Grant Budget Proposal Template
- 6.3.a Grant Budget Line-Item Categories
- 6.4. Proposal Score Summary Matrix
- 6.5. Community Corrections Act
- 6.6. Community Corrections Rules
- 6.7. ProForma Contract GR
 - ATTACHMENT ONE – Grant Budget
 - ATTACHMENT TWO – Notice of Audit Report
 - ATTACHMENT THREE – Parent Child Information
 - ATTACHMENT FOUR – F & A Policy 32 (separate document)
 - ATTACHMENT FIVE – Fingerprint Based Background Check
 - Instructions
- 6.8. ProForma Contract GG
 - ATTACHMENT ONE – Grant Budget

ATTACHMENT TWO – Notice of Audit Report

ATTACHMENT THREE – Parent Child Information

ATTACHMENT FOUR – F & A Policy 32 (separate document)

ATTACHMENT FIVE – Fingerprint Based Background Check

Instructions

6.9. Community Corrections Glossary

6.10. O*Net Instrument separate document

4. Delete RFGP Attachment 6.2 Section B in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

RFGP ATTACHMENT 6.2. — SECTION B

TECHNICAL PROPOSAL & EVALUATION GUIDE

SECTION B: GENERAL QUALIFICATIONS & EXPERIENCE. The Proposer must address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Proposer must also detail the proposal page number for each item in the appropriate space below. Proposal Evaluation Team members will independently evaluate and assign one score for all responses to Section B— General Qualifications & Experience Items.

PROPOSER LEGAL ENTITY NAME:		
Proposal Page # (Proposer complete s)	Item Ref.	Section B— General Qualifications & Experience Items
	B.1.	Provide a description of the agency's resources, credentials, and capabilities for providing offender services or administering an alternative sentencing grant program for felony offenders. Include agency history, number of grant programs currently being administered, funding source and funding level.
	B.2.	Detail the name, e-mail address, mailing address, telephone number, and facsimile number of the person the State should contact regarding the proposal.
	B.3.	Describe the Proposer's form of business (<i>i.e.</i> , individual, sole proprietor, corporation, non-profit corporation, partnership, limited liability company) and business location (physical location or domicile).
	B.4.	Detail the number of years the Proposer has been in business.
	B.5.	Briefly describe how long the Proposer has been performing the services required by this RFGP.
	B.6.	Describe the Proposer's number of employees, client base, and location of offices.
	B.7.	Provide a statement of whether there have been any mergers, acquisitions, or sales of the Proposer within the last ten (10) years. If so, include an explanation providing relevant details.
	B.8.	Provide a statement of whether the Proposer or, to the Proposer's knowledge, any of the Proposer's employees, agents, independent Grantees, or subcontractors, proposed to provide work on a contract pursuant to this RFGP, have been convicted of, pled guilty to, or pled <i>nolo contendere</i> to any felony. If so, include an explanation providing relevant details.
	B.9.	Provide a statement of whether, in the last ten (10) years, the Proposer has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors. If so, include an explanation providing relevant details.
	B.10.	Provide a statement of whether there is any material, pending litigation against the Proposer that the Proposer should reasonably believe could adversely affect its ability to meet contract requirements pursuant to this RFGP or is likely to have a material adverse effect on the Proposer's financial condition. If such exists, list each separately, explain the relevant details, and attach the opinion of counsel addressing whether and to what extent it would impair the

PROPOSER LEGAL ENTITY NAME:		
Proposal Page # (Proposer complete s)	Item Ref.	Section B— General Qualifications & Experience Items
		<p>Proposer's performance in a contract pursuant to this RFGP.</p> <p>NOTE: All persons, agencies, firms, or other entities that provide legal opinions regarding the Proposer must be properly licensed to render such opinions. The State may require the Proposer to submit proof of such licensure detailing the state of licensure and licensure number for each person or entity that renders such opinions.</p>
	B.11.	<p>Provide a statement of whether there are any pending or in progress Securities Exchange Commission investigations involving the Proposer. If such exists, list each separately, explain the relevant details, and attach the opinion of counsel addressing whether and to what extent it will impair the Proposer's performance in a contract pursuant to this RFGP.</p> <p>NOTE: All persons, agencies, firms, or other entities that provide legal opinions regarding the Proposer must be properly licensed to render such opinions. The State may require the Proposer to submit proof of such licensure detailing the state of licensure and licensure number for each person or entity that renders such opinions.</p>
	B.12.	<p>Provide a brief, descriptive statement detailing evidence of the Proposer's ability to deliver the services sought under this RFGP (e.g., prior experience, training, certifications, resources, program and quality management systems, etc.).</p>
	B.13.	<p>Provide a narrative description of the proposed project team, its members, and organizational structure along with an organizational chart identifying the key people who will be assigned to accomplish the work required by this RFGP, illustrating the lines of authority, and designating the individual responsible for the completion of each service component and deliverable of the RFGP.</p>
	B.14.	<p>Provide a personnel roster listing the names of key people who the Proposer will assign to perform duties or services required by this RFGP along with the estimated number of hours that each individual will devote to that performance. Follow the personnel roster with a resume for each of the people listed. The resumes must detail the individual's title, education, current position with the Proposer, and employment history.</p>
	B.15.	<p>Describe the recruitment and selection process to be used in hiring staff.</p> <p>No new staff shall be hired by Grantee to supervise offenders who has not received a bachelor's degree from an accredited college or university or had at least for four (4) years of qualifying full-time professional experience as per T.C.A. 40-28-604.</p>
	B.16.	<p>Provide a statement of whether the Proposer intends to use subGrantees to accomplish the work required by this RFGP, and if so, detail:</p> <ul style="list-style-type: none"> (a) the names of the subGrantees along with the contact person, mailing address, telephone number, and e-mail address for each; (b) a description of the scope and portions of the work each subGrantee will perform; <u>and</u> (c) a statement specifying that each proposed subGrantee has expressly assented to being proposed as a subGrantee in the Proposer's response to this RFGP.
	B.17.	<p>Provide documentation of the Proposer's commitment to diversity as represented by its business strategy, business relationships, and workforce— this documentation should detail <u>all</u> of the following:</p> <ul style="list-style-type: none"> (a) a description of the Proposer's existing programs and procedures designed to encourage and foster commerce with business enterprises owned by minorities, women, persons with a handicap or disability, and small business enterprises;

PROPOSER LEGAL ENTITY NAME:		
Proposal Page # (Proposer complete s)	Item Ref.	Section B— General Qualifications & Experience Items
		<p>(b) a listing of the Proposer's current contracts with business enterprises owned by minorities, women, persons with a handicap or disability, and small business enterprises, including the following information:</p> <ul style="list-style-type: none"> (i) contract description and total value (ii) Grantee name and ownership characteristics (<i>i.e.</i>, ethnicity, sex, disability) (iii) Grantee contact and telephone number; <p>(c) an estimate of the level of participation by business enterprises owned by minorities, women, persons with a handicap or disability, and small business enterprises in a contract awarded to the Proposer pursuant to this RFGP, including the following information:</p> <ul style="list-style-type: none"> (i) participation estimate (expressed as a percent of the total contract value that will be dedicated to business with subGrantees and supply Grantees having such ownership characteristics — PERCENTAGES ONLY — DO NOT INCLUDE DOLLAR AMOUNTS) (ii) descriptions of anticipated contracts (iii) names and ownership characteristics (<i>i.e.</i>, ethnicity, sex, disability) of anticipated subGrantees and supply Grantees anticipated; and <p>(d) the percent of the Proposer's total current employees by ethnicity, sex, and handicap or disability.</p> <p>NOTE: Proposers that demonstrate a commitment to diversity will advance State efforts to expand opportunity to do business with the State as Grantees and sub-Grantees. Proposal evaluations will recognize the positive qualifications and experience of a Proposer that does business with enterprises owned by minorities, women, persons with a handicap or disability and small business enterprises and that offers a diverse workforce to meet service needs.</p>
	B.18.	<p>Grantee may employ the following positions:</p> <p>Program Manager: The person with the most responsibility for the overall day-to-day administration of either a community corrections program, or a substance abuse treatment program, who will devote 100% of his/her time to the program and will be the main contact person between the State and the community corrections program or substance abuse treatment program.</p> <p>Case Developer: The staff person in a community corrections program who develops and writes the behavioral plan that includes the offender's background and the proposed objectives of the offender while in the program. May also be partially responsible for the supervision of offenders and the implementation of the offender's behavioral contract.</p> <p>Case Officer: The staff person in a community corrections program who is responsible for the supervision of an offender and the implementation of the offender's behavioral plan.</p> <p>Fiscal Officer: The person in a community corrections program designated as the person responsible for maintaining the financial records and preparing financial reports.</p> <p>Program Specialist: A staff position in a community corrections program that performs only specialized professional function for all offenders in a program. Examples should include an educational specialist, A & D specialist, employment specialist, etc.</p> <p>Residential Staff: A staff position in a community corrections program that performs duties within a residential setting. Examples should include, but are not limited to, food service workers, van drivers, monitor, etc.</p> <p>Secretary: The individual within the community corrections program employed to handle correspondence and manage routine and detail work for a supervisor. The position performs a wide variety of administrative and secretarial duties to support the operations of the office.</p>

PROPOSER LEGAL ENTITY NAME:		
Proposal Page # (Proposer complete s)	Item Ref.	Section B— General Qualifications & Experience Items
	B.19.	Grantee will have background checks performed by the vendor designated by the Tennessee Bureau of Investigation, to perform background checks on all staff involved in offender supervision as outlined in ProForma Contract Attachment Five.
	B.20.	Describe the process for approving and monitoring expenditures of Community Corrections Act Funds within your agency.
	B.21.	Designate a fiscal officer and include the person's name, address and phone number.
	B.22.	All residential agencies will document in writing their policies and adoption of and compliance with Prison Rape Elimination Act of 2003 final rule as published by the U.S. Attorney General on May 16, 2012 as 28 CFR Part 115, Docket No. OAG-131; AG Order No. RIN 1105-AB34. Residential agencies are defined as community confinement facilities by section 115.5 of 28 CFR Part 115 as signed by the U. S. Attorney General on May 16, 2012 and sent to the Federal Register for publication.
SCORE (for <u>all</u> Section B—Qualifications & Experience Items above): (maximum possible score = 15)		
<i>State Use – Evaluator Identification:</i>		

5. Delete RFGP Attachment 6.2 Section C in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

SECTION C: DOCUMENTATION OF NEED. The Proposer must address all items (below) and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Proposer must also detail the proposal page number for each item in the appropriate space below. A Proposal Evaluation Team, made up of three or more State employees, will independently evaluate and score the proposal's response to each item. Each evaluator will use the following whole number, raw point scale for scoring each item:

0 = little value 1 = poor 2 = fair 3 = satisfactory 4 = good 5 = excellent

The RFGP Coordinator will multiply the Item Score by the associated Evaluation Factor (indicating the relative emphasis of the item in the overall evaluation). The resulting product will be the item's raw, weighted score for purposes of calculating the section score as indicated.

PROPOSER LEGAL ENTITY NAME:					
Proposal Page # (Proposer completes)	Item Ref.	Section C— Documentation of Need	Item Score	Evaluation Factor	Raw Weighted Score
	C.1.	State the judicial district and counties to be serviced by this program proposal. Include a map showing the area to be served.		1	
	C.2.	<p>Give a narrative description of the need of your judicial district (s), which you plan to address by this program proposal. Include, at a minimum, the following data to document these needs:</p> <p>(1) State the current capacity and population of all county jails and workhouses in the area to be served and whether or not there are any Federal Court Orders requiring improvement of conditions therein.</p> <p>(2) State the number of incarcerations for non-violent felony offenders in the judicial district(s) to be served in Fiscal year(s) 2018- 2019.</p> <p>(3) Define any strategy (s) for targeting and diverting drug offenders in to community corrections programs.</p> <p>(4) State any strategy to insure that offenders placed in the community corrections program would otherwise be incarcerated if this option were not available.</p>		4	
	C.3.	<p>(1) State and justify the number of new offenders you propose to divert from incarceration for the grant year(s).</p> <p>(2) State and justify the maximum and average census of offenders in your program for the grant year(s), including the number of successful and unsuccessful terminations. State any strategy for increasing the ratio of successful terminations to unsuccessful terminations.</p> <p>(3) State the expected average length of stay of offenders placed in your program and state any strategy for length of stay of offenders who will successfully complete the program. Grantees are encouraged to transfer offenders to TDOC supervision after completing one year of community correction supervision.</p>		10	

PROPOSER LEGAL ENTITY NAME:					
Proposal Page # (Proposer completes)	Item Ref.	Section C— Documentation of Need	Item Score	Evaluation Factor	Raw Weighted Score
<i>The RFGP Coordinator will use this sum and the formula below to calculate the section score. All calculations will use and result in numbers rounded to two (2) places to the right of the decimal point.</i>			Total Raw Weighted Score: <i>(sum of Raw Weighted Scores above)</i>		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> Total Raw Weighted Score <hr style="width: 100%;"/> Maximum Possible Raw Weighted Score <i>(i.e., 5 x the sum of item weights above)</i> </div> <div style="text-align: center;"> X 15 <i>(maximum possible score)</i> </div> <div style="text-align: center;"> = SCORE: </div> </div>					
<i>State Use – Evaluator Identification:</i>					
<i>State Use – RFGP Coordinator Signature, Printed Name & Date:</i>					

6. Delete RFGP Attachment 6.2 Section F in its entirety and replace with the following:

RFGP ATTACHMENT 6.2.— SECTION F

TECHNICAL PROPOSAL & EVALUATION GUIDE

SECTION F: Cognitive Based Programming and Treatment Services. The Grantee must address all Technical Approach Items listed below and provide, in sequence, the information and documentation as required (referenced with the associated item references).

A Proposal Evaluation Team, made up of three or more State employees, will independently evaluate and score the presentation response to each item. Each evaluator will use the following whole-number, raw point scale for scoring each item:

0 = little value 1 = poor 2 = fair 3 = satisfactory 4 = good 5 = excellent

The RFGP Coordinator will multiply the Item Score by the associated Evaluation Factor (indicating the relative emphasis of the item in the overall evaluation). The resulting product will be the item's raw, weighted score for purposes of calculating the section score as indicated.

GRANTEE LEGAL ENTITY NAME:				
Cognitive Based Programming and Treatment Services		Item Score	Evaluation Factor	Raw Weighted Score
F.1. (a) Provide a narrative that illustrates the Grantee’s agreement to provide evidence-based cognitive, behavioral, as listed on the National Registry of Evidence Based Programming as effective, using a curriculum such as Thinking 4 a Change (T4C) as well as Career Development Services including O*NET Interest Profiler or similar programs/services as approved by the State in conjunction with the validated risk-needs assessment used by the State. (b) Provide a narrative outlining which cognitive, behavioral, evidence-based curriculum(s) will be used by either Grantee or subcontractor staff. Please further outline whether any modifications have been made to the curriculum. (c) Provide a narrative affirming that evidence-based cognitive behavioral programming which has been demonstrated to impact recidivism shall be delivered by a Case Officer 1, 2, or 3 or other qualified treatment staff that are certified to facilitate approved programming.			6	
F.2. (a) Provide a narrative outlining what/if any residential and/or non-residential therapy modalities will be utilized for evidence-based Alcohol and Drug Treatment (A & D) services, by either the Grantee or subcontractor staff. Please further outline whether any modifications have been made to the modalities/curriculum. (b) Provide a narrative outlining what, if any, ancillary services, residential or non-residential, will be provided by either the Grantee or subcontractor staff.			4	
F.3. (a) Provide a narrative affirming that treatment services shall be provided by either Grantee or subGrantee staff holding one of the following designations: licensed alcohol and drug			3	

GRANTEE LEGAL ENTITY NAME:				
<p>abuse counselor (LADAC), International Certification and Reciprocity Consortium Advanced/Regular Alcohol and other Drug Counselor (ICRC-A/AODAC); or National Association of Alcohol and Drug Counselors – Certified Addiction Counselor (NAADAC I,II or Master Certification).</p> <p>(b) Provide resumes/vitae for Grantee or subGrantee treatment staff including copies of most recent licensure or certification for one of the following designations: licensed alcohol and drug abuse counselor (LADAC), International Certification and Reciprocity Consortium Advanced/Regular Alcohol and other Drug Counselor (ICRC-A/AODAC); or National Association of Alcohol and Drug Counselors – Certified Addiction Counselor (NAADAC I,II or Master Certification).</p>				
F.4.	If treatment services are to be provided by subcontract staff, provide a narrative specifying which organization, outlining the subGrantee's organizational structure, years in business, their success rate using the specified curriculum and any other pertinent information.		2	
<p align="center">Total Raw Weighted Score (sum of Raw Weighted Scores above):</p> <p align="center">The RFGP Coordinator will use this sum and the formula below to calculate the score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.</p>				
<p align="center">Total raw weighted score</p> <hr/> <p align="center">maximum possible raw weighted score (i.e., 5 x the sum of item weights above)</p>				
<p align="center">X 15 (maximum section score)</p>				
<p align="right">= SCORE:</p>				
<p><i>State Use – Evaluator Identification:</i></p>				
<p><i>State Use – RFGP Coordinator Signature, Printed Name & Date:</i></p>				

7. Delete RFGP Attachment 6.2 Section G in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

RFGP ATTACHMENT 6.2.— SECTION G

TECHNICAL PROPOSAL & EVALUATION GUIDE

SECTION G: Policy Review. The Grantee must address all Technical Approach Items listed below and provide, in sequence, the information and documentation as required (referenced with the associated item references).

A Proposal Evaluation Team, made up of three or more State employees, will independently evaluate and score the presentation response to each item. Each evaluator will use the following whole-number, raw point scale for scoring each item:

0 = little value 1 = poor 2 = fair 3 = satisfactory 4 = good 5 = excellent

The RFGP Coordinator will multiply the Item Score by the associated Evaluation Factor (indicating the relative emphasis of the item in the overall evaluation). The resulting product will be the item's raw, weighted score for purposes of calculating the section score as indicated.

GRANTEE LEGAL ENTITY NAME:			
Policy Review	Item Score	Evaluation Factor	Raw Weighted Score
G.1. Provide <u>all</u> Grantee policies governing Community Corrections and Substance Abuse Treatment Services program operation and administration.		4	
G.2. Grantee policy and procedures provide framework for offender supervision in keeping with TDOC standards and guidelines and in effective operational and financial program management and accounting.		6	
Total Raw Weighted Score (<i>sum of Raw Weighted Scores above</i>): The RFGP Coordinator will use this sum and the formula below to calculate the score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.			
Total raw weighted score <hr style="width: 50%; margin: 0 auto;"/> maximum possible raw weighted score <i>(i.e., 5 x the sum of item weights above)</i>			
<div style="display: flex; justify-content: space-between; align-items: center;"> X 10 = SCORE: </div> <i>(maximum section score)</i>			
<i>State Use – Evaluator Identification:</i>			
<i>State Use – RFGP Coordinator Signature, Printed Name & Date:</i>			

8. Delete RFGP Attachment 6.2 Section H in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

BUDGET EVALUATION GUIDE

SECTION H: BUDGET EVALUATION AND SCORING GUIDE. The Proposer must address all items (below) and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Proposer must also detail the proposal page number for each item in the appropriate space below. A Proposal Evaluation Team, made up of three or more State employees, will independently evaluate and score the proposal's response to each item. Each evaluator will use the following whole number, raw point scale for scoring each item:

0 = little value 1 = poor 2 = fair 3 = satisfactory 4 = good 5 = excellent

The RFGP Coordinator will multiply the Item Score by the associated Evaluation Factor (indicating the relative emphasis of the item in the overall evaluation). The resulting product will be the item's raw, weighted score for purposes of calculating the section score as indicated.

PROPOSER LEGAL ENTITY NAME:					
Proposal Page # (Proposer completes)	Item Ref.	Budget Evaluation and Scoring Guide	Item Score	Evaluation Factor	Raw Weighted Score
	H.1.	Grant budget consists of two components: 1. Budget Summary 2. Budget Detail		3	
	H.2.	Grant Budget is submitted in the required format illustrated in Attachment 6.3.		3	
	H.3.	Justification for all costs including the basis for computation of these costs are included.		3	
	H.4.	Budget narrative portion of the Budget Detail Worksheet details the costs included in each applicable budget category and includes justification and explanation for how the item/service would benefit the grant program exclusively.		3	
	H.5.	Grant Budget includes a projected supervision fee collection based on 75% of the Proposer's expected yearly active caseload.		2	
	H.6.	Indirect costs which are in excess of 20 percent of total direct costs or \$100,000.00 whichever is less will not be allowed.		1	
<i>The RFGP Coordinator will use this sum and the formula below to calculate the section score. All calculations will use and result in numbers rounded to two (2) places to the right of the decimal point.</i>					Total Raw Weighted Score: <i>(sum of Raw Weighted Scores above)</i>
Total Raw Weighted Score			X 15	= SCORE:	

PROPOSER LEGAL ENTITY NAME:					
Proposal Page # (Proposer completes)	Item Ref.	Budget Evaluation and Scoring Guide	Item Score	Evaluation Factor	Raw Weighted Score
Maximum Possible Raw Weighted Score <i>(maximum possible score)</i> <i>(i.e., 5 x the sum of item weights above)</i>					
<i>State Use – Evaluator Identification:</i>					
<i>State Use – RFGP Coordinator Signature, Printed Name & Date:</i>					

9. Delete ProForma Contract Section A.2. in its entirety in both the GR and GG models and insert the following in its place:

A.2. The Grantee **or grantee subcontractor will provide** a substance abuse treatment program for non-violent felony offenders as part of an alternative to incarceration and as described in the Tennessee Department of Correction (TDOC) Community Correction and Substance Abuse Treatment Request for Grant Proposals (RFGP), which resulted in this agreement and is incorporated hereto by reference.

10. Delete ProForma Contract A.5 in its entirety in both the GR and GG models and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

A.5. The Grantee shall operate in accordance with the State's standards of supervision as may be revised, which are available at:
<http://tn.gov/assets/entities/correction/attachments/CommunityCorrectionsStandards2018.pdf>.

State Supervision Standards are also available through the TDOC.

11. Delete ProForma Contract Section A.9.3.d. in its entirety in both the GR and GG models and insert the following in its place:

A.9.3.(d). **Substance Abuse Treatment Service providers could provide services including but not limited to:**

- A.9.(d).1 assessment/screening/
- A.9.(d) 2 intervention
- A.9.(d) 3 referral to treatment
- A.9.(d) 4. Treatment plan
- A.9.(d) 5. Detox and medically managed withdrawal
- A.9.(d) 6. Pharmaco therapies
- A.9.(d) 7. Cognitive Behavioral therapies
- A.9.(d) 8. Behavioral contracting
- A.9.(d) 9. Drug testing/monitoring
- A.9.(d) 10. Exercise
- A.9.(d) 11. Individual therapy
- A.9.(d) 12. Group therapy
- A.9.(d) 13. Other necessary issues/needs

A.9.3.(d) 14. If the Grantee elects to subcontract these services, subcontractors shall comply with all applicable State policy, rules and standards.

12. The section designation in ProForma Contract Section A.9.3.d.e. in the GR model is being corrected and now reads A.9.3.e.

A.9.3.e. The Grantee shall be prepared to implement and use the validated risk-needs assessment designated by the State for offender risk and needs assessment as of the start date of this contract. Assessment instrument training shall be provided to the Grantee by the State.

13. Delete ProForma Contract Section A.9.3.(f). in its entirety in both the GR and GG models and insert the following in its place:

A.9.3.(f). Cognitive Based Programming

A.9.3.(f).1. Grantee must provide evidence-based cognitive behavior programs that address the criminogenic needs of the offender as identified by the Department's risk/needs assessment. Such programs must be approved in writing by the Assistant Commissioner of Rehabilitative Services or designee.

A.9.3.(f).2. The evidence-based cognitive behavioral program must be designed to help offenders look at the destructive behaviors and faulty thinking that are part of their criminal lifestyle. The programming must have been demonstrated to impact recidivism, and use a combination of approaches to increase offenders' awareness of themselves and others. It must integrate cognitive restructuring, social skills and problem solving, and teach offenders an introspective process for examining their ways of thinking and their feelings, beliefs and attitudes.

A.9.3.(f).3. The Grantee shall provide the following evidence-based cognitive-behavioral programming services:

- a. Prepare the material and curriculum for classes in advance
- b. Facilitate program classes to offenders assigned to the program.
- c. Assist offenders in developing skills in examining their ways of thinking, demonstrating pro-social attitudes and behaviors.
- d. The Grantee shall use the evidence-based cognitive-behavioral programming used under the previous grant contract only until directed by the State to change to different programming. The State will provide Grantee staff training to facilitate the change to the new programming.

A.9.3.(f).4. The Grantee shall facilitate the evidence-based cognitive-behavioral program as determined by the State:

- a. Classes shall be offered during both day and evening shifts based on Grantee schedule.
- b. The Grantee shall work with the TDOC to ensure that all Grantee staff are adequately trained to conduct the necessary programming. Such training will be developed and provided by the TDOC. TDOC shall determine what training is required for Grantee staff.
- c. Facilitate evidence-based cognitive behavior classes to offender assigned to the program.

A.9.3.(f).5. The Grantee shall assist the State in tracking Program participants on the State's Offender Management Information System of record, either TOMIS or COMET and by any other electronic means provided by the State:

- a. Name, age, race, TDOC number, sex, county of conviction, offense, and sentence length.
- b. Services received by participants.
- c. Program completion rate of participants.

- A.9.3.(f).6.The Grantee shall provide the following Career Development services to participants:
- a. Administer the free O*NET Interest Profiler (incorporated hereto by reference) and interpret its results to each participant
 - b. Based on the results of the O*NET Interest Profiler (incorporated hereto by reference) the Grantee shall assist offenders in developing an employment portfolio which shall include the following:
 - Current master resume
 - Master job application
 - Job search plan
 - Career development plan (established long and short term goals with corresponding action steps)
 - c. Facilitate employment readiness and career exploration workshops
 - d. Establish and oversee a career resource center for participants to act as a self-help, one-stop shop for using computers for employment portfolio development and job search.

14. Delete ProForma Contract Section A.16.a. in its entirety in both the GR and GG models and insert the following in its place:

14. Delete ProForma Contract Section A.16.b. in its entirety in both the GR and GG models and insert the following in its place:

- A.16.(b) Resumes for **Community Corrections Program Manager or** Substance Abuse Treatment Program Manager candidates must be submitted to the State for review and written approval by the State before an employment offer can be made to the candidate.

15. Delete ProForma Contract Section A.18 has been deleted in its entirety and has been replaced with the following:

- A.18. If a Grantee has sufficient equity to give **one-time** staff raises or make a one-time purchase using equity, the Grantee may request permission in writing to TDOC's Director of Fiscal and Budget **or designee** to do so. **Such bonuses may be any amount up to \$1,000.00 and are not dependent on the employee's length of service with the grant agency.** Payroll savings cannot be used for ongoing raises extending beyond June 30th of a particular grant contract term year.

16. Delete the Preamble for RFGP Attachment 6.8 in its entirety and replace it with the following:

RFGP ATTACHMENT 6.8.

RFGP# 32952-13002 PRO FORMA GG CONTRACT

The *pro forma* contract detailed in following pages of this exhibit contains some "blanks" (signified by descriptions in capital letters) that will be completed with appropriate information in the final contract resulting from the RFGP.

17. Delete ProForma Contract Attachment 6 for both the GR and GG models in their entirety.

18. The Community Corrections Standards are being revised to correct clerical errors and will be included in an upcoming amendment to the RFGP, targeted for release May 15.

19. RFGP Amendment Effective Date. The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFGP not expressly amended herein shall remain in full force and effect.

